



U.S. Department of Justice

Office of Justice Programs

RECEIVED
6-9-97

Washington, D.C. 20531

May 28, 1997

Elgin City Police Department
PO Box 128
Elgin, OR 97827-0000

495CFW1412

ID
001060

Dear Grant Recipient:

1800 - 779 4513

Welcome to the paperless world of the Phone Activated Paperless Request System (PAPRS). You now have immediate access to your grant funds through the use of a touch tone telephone. Do not complete and forward to us any type of paper request.

The phone number for PAPRS is (202) 305-3339. Your OJP vendor number is 936002155. Your password for the system is 2866. This password is to be given only to authorized person(s) of your staff and not given to any subgrantees. Your organization, as the grantee of record with OJP is solely responsible for the security of these access codes. Please be advised that any violation of the security of your password may result in the termination of your grant(s) with the OJP. The first enclosure to this letter is a current listing of all your grant awards along with their system identification numbers. The individual you authorize to access PAPRS will need to have access to all these numbers and understand the need for security of them.

The use of electronic means to transfer money from the Federal Treasury was made law. In order to provide the optimum service to you, if you currently receive your funds from the US Treasury in the form of a paper check, please complete the Payee/Company section and have your bank complete the Financial Institution Section, of the enclosed Automated Clearing House (ACH) Enrollment Form and return it to our office. Through the combined use of PAPRS and ACH, approved requests will be deposited directly into your financial institution within 48 hours.

For your internal audit purposes, you may wish to maintain a file of requests made through PAPRS. Enclosed is an example of such a form, which is designed to facilitate the use of PAPRS. Also enclosed are instructions for using the system. If you experience any problems or have questions, please call our helpline on (202) 307-5909.

Sincerely,

William R. Allan, Director
Accounting Division

(4) Enclosures

05/29/97

Page 1

Vendor name: Elgin City Police Department

Vendor number: 936002155

Grant number	Grant ID
-----	-----
95CFWX1412	001060

U.S. DEPARTMENT OF JUSTICE
OFFICE OF JUSTICE PROGRAMS

Page 11692

DEC 6-9-97

Semi-Annual Cash Reconciliation Report
For the Period: 10/01/96 to 03/31/97

OJP Vendor Number: 936002155

Letter Of Credit Number: H-3

ELGIN CITY POLICE DEPARTMENT
PO Box 128
Elgin OR 97827

Grant	Net Award	Payment Number	Payment Date	Payment Amount
95-CF-WX-1412	Begin Bal			33,237.00
	Qtrly Act	6	961212	7,250.00
	Qtrly Act	7	970227	7,174.00
Total	69,701.00			47,661.00
GRAND TOTAL	69,701.00			47,661.00

This report does not reflect payments prior to 10/01/96 or after 03/31/97.
Please confirm the correctness of our records. If the information
DIFFERS FROM YOUR RECORDS, PLEASE NOTIFY US, IN WRITING, AT THE
FOLLOWING ADDRESS:

The Office of Justice Programs. Attn:Cash Reconciliation.
Accounting Division, Room 970
633 INDIANA AVENUE, NW
WASHINGTON DC 20531

===== Respond ONLY if your records differ from ours =====

RECEIVED
6-9-97

P A P R S

Phone Activated Paperless Request System

User Manual

Office of the Comptroller
Accounting Division
March 31, 1997

Introduction

The Office of Justice Programs (OJP) mission is to provide federal leadership in developing the nation's capacity to prevent and control crime, administer justice, and assist crime victims. The OJP is to: identify emerging criminal justice issues; develop and test promising approaches to address these issues; evaluate program results; and disseminate findings and other information to State and local governments.

In support of our mission, the Office of the Comptroller's Accounting Division is responsible to ensure that OJP complies with the laws enacted by Congress as well as, implement and ensure compliance with all regulatory agencies's rules and regulations related to the financial management of the Agency. Our quest to meet that challenge requires that we design and successfully implement systems that will allow OJP to fulfill its legal responsibilities and reduce the burden on our customers in the conduct of daily business with us.

The Phone Activated Paperless Request System (PAPRS) represents the next generation of automated systems for interaction between OJP and our external customers, the grantees. The PAPRS system will be the standard by which all other Federal Government Agencies payment systems will be measured. The basis upon which this system was designed is the idea that human limited resources should not be used for mechanistic functions that can more efficiently and effectively be performed by an automated system. By removing the need for human handling of something as routine as a request for funding, it logically removed the need to have the piece of paper that the human was handling. Hence, the truly paperless system was born.

In our never-ending quest to provide the highest level of service to our customers, we welcome your comments and suggestions on improvements to PAPRS. Please send any such comments to the attention of the Accounting Division at any time.

Welcome to the paperless world of PAPRS.....

Through the use of a touch tone telephone, you may access all your grant funds with the Office of Justice Programs. The system requires a PIN number which was forwarded to you under separate cover. You will receive prompts as necessary, as well as the opportunity to change information related to your request. At the end of each request for funds, PAPRS will advise you as to whether or not your request has been approved for payment. If you receive a Reference number, it means that your request has been accepted but will require additional review before it can be approved. Please make note of any reference number given to you, as you can call back to check on the progress of any such requests.

The following is a step-by-step caller interface flow of how the system works and what information is needed during your call. Text in italics is the voice response you will hear from PAPRS. As you connect to PAPRS you will hear.....

Thank you for calling the Phone Activated Paperless Request System at the Office of Justice Programs

Please enter your vendor number.

Enter your nine digit OJP assigned vendor number. This number may or may not be the same as your taxpayer identification number assigned by the Internal Revenue Service.

Please enter you PIN number.

Enter the four digit number which was sent to you under separate cover. If your combination of OJP vendor number and PIN number are correct, you will be allowed to continue.

Your choices follow.

Main Menu:

To request grant funds, press 1.

To reconcile your account, press 2.

To request reports and forms, press 3.

To check on the status of your request, press 4.

Otherwise, stay on the line and your call will be connected to one of our staff.

Press 1 if you wish to request a drawdown of your grant funds.

Press 2 if you wish to make an adjustment of previously drawn down funds. For example, if you have previously drawn funds against a grant in error and wish to move that drawdown of funds to the correct grant, you are able to do that on line.

Please note options 3 and 4 on the main menu above are not available at this time.

Press 3 if you wish to receive a report of all previously approved drawdowns against a specific grant for a specific period of time, or wish to receive instructions for the SF 269 Quarterly Financial Status Report.

Press 4 if you wish to check on the status of a requested drawdown of your grant funds and were advised that your request would be reviewed and, you received a reference number.

If you stay on the line you will be connected to our helpline. If all lines are busy you will be connected to a voice mail box where you may leave a message.

If you choose option 1 from Main Menu: Request Funds

Please enter your grant I.D.

Enter the unique six digit number assigned to the grant you wish to access now. This I.D. number was previously forwarded to you under separate cover.

Sub-Menu Options from Main Menu Option 1 (Request Funds):

To request an advance of funds from one of your accounts, press 1.

If you wish to request reimbursement for your expenses, press 2.

To return to the main menu, press the star key.

Press 1 if you are requesting funds for a future period of time.

Please enter the dates covered by this expense claim. To enter March 15, 1996 you would enter 031596. Please enter the beginning date now.

The begin date for an advance of funds must be greater than today's date.

You entered (date). If this is correct, press 1. Otherwise press 2 to re-enter the number.

Please enter the ending date now.

You entered (date). If this is correct, press 1. Otherwise press 2 to re-enter the number.

Please enter the amount you are requesting as a whole dollar amount, followed by a pound sign.

You entered (amount). If this is correct, press 1. Otherwise press 2 to re-enter the number.

If you wish request a lower amount from this award, press 1. To exit, press 2.

You will then return to previous menu where you can request funds on another grant.

Sub-Menu Option: Press 2 if you are requesting reimbursement for funds which you have already expended.

Please enter the dates covered by this expense claim. To enter March 15, 1996 you would enter 031597. Please enter the beginning date now.

You entered (date). If this is correct, press 1. Otherwise press 2 to re-enter the number.

Please enter the amount you are requesting as a whole dollar amount, followed by a pound sign.

You entered (amount). If this is correct, press 1. Otherwise press 2 to re-enter the number.

The system will be performing many calculations and checks against various database files as you are entering information. If you are enrolled in the Automated Clearing House (ACH) and your request is approved:

Your request has been approved. Your funds will be available at your bank within 48 hours.

If you now receive paper checks through the US Postal Service and your request is approved:

Your request has been approved. A check will be issued by the US Treasury and mailed to you within 48 hours.

***** Please note that if you now receive paper checks through the US Postal Service you must allow an additional 5-10 days for receipt of your funds. Also please note that in the future you will be required to enroll in the ACH program to receive your funds electronically.**

If your request for funds is not approved for various reasons:

The amount you have requested is equal to the entire amount of this award. If you wish to request a lower dollar amount from this award, press 1. To exit, press 2.

Or

Your request for funds exceeds the amount currently available for this award. If you wish to re-enter a different amount, press 1. To exit, press 2.

If your request for funds requires further review:

Your request will be reviewed and a decision will be available within 6 business hours. If you would like to call us back to hear our decision, press 1, or to exit press 2.

Press 1 if you wish to call back to hear the approval decision on your request.

Your inquiry has been assigned reference number #####. Please make a note of it. Again, your reference number is #####.

If you choose option 2 from Main Menu: Reconcile your Account

For an account summary, press 1.

To reconcile an account, press 2.

To return to the main menu, press the star key.

If you wish an account summary which provides you with an available dollar amount for each of your grant accounts:

For account number (number), you have (amount). To repeat this information, press 1. To reconcile your accounts, press 2. To return to the main menu, press 3.

In order to reconcile or move previously requested drawdowns from one grant account to another, please remember that the account you wish to remove the previous drawdown from, is the account you wish to increase. The account you wish to add the previous drawdown to, is the account you wish to decrease. In effect you are increasing or decreasing the available balance of your grant accounts.

If you wish to reconcile your accounts by individually moving previous drawdowns from one grant account to another:

Please enter the dollar amount for this transaction. You have entered (amount). If this is correct, press 1. Otherwise, press 2 to re-enter the amount.

Please enter the account number you wish to increase by this amount.

Please enter the account number for the account you wish to decrease by this amount.

If you choose option 3 from Main Menu: Request Reports and Forms

This module is currently under development.

If you wish to receive via fax a report of previously approved drawdowns:

To receive a report, press 1. To receive a form, press 2.

*****Please note that the report of previously approved drawdowns will only have those which were processed through the PAPRSystem.**

If you wish to receive a report:

To receive a report on (subject), press 1. To receive a report on (subject), press 2.

If you wish to receive a form:

Please enter the form number for the form you are requesting.

You entered (number). To receive this form by fax, press 1. To receive this form by mail, press 2.

If you choose option 4 from Main Menu: Check Status of Request

Please enter your reference number, followed by the pound sign.

Enter the six digit reference number which was previously assigned to your inquiry.

You have entered #####. If this is correct, press 1. To re-enter, press 2.

If your drawdown request has been approved and you are enrolled in the Automated Clearing House (ACH) you will hear:

Your request has been approved. Your funds will be available at your bank within 48 hours.

If you now receive paper checks through the US Postal Service and your request is approved:

Your request has been approved. A check will be issued by the US Treasury and mailed to you within 48 hours.

***** Please note that if you now receive paper checks through the US Postal Service you must allow an additional 5-10 days to receipt of your funds. Also please note that in the future you will be required to enroll in the ACH program to receive your funds electronically.**

If your request for funds is not approved for various reasons:

The amount you have requested is equal to the entire amount of this award. If you wish to request a lower dollar amount from this award, press 1. To exit, press 2.

Or

Your request for funds exceeds the amount currently available for this award. If you wish to re-enter a different amount, press 1. To exit, press 2.

Or

Your request for funds has been denied by the approving official. Please stay on the line and your call will be connected to one of our staff.